

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NO.		PAGE 1 OF 14	
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE		4. ORDER NO.		5. SOLICITATION NUMBER MCC-16-RFQ-0253	
						6. SOLICITATION ISSUE DATE 09-26-2016	
7. FOR SOLICITATION INFORMATION CALL:		a. NAME MERLE PHILLIPS, PSC Rep. MCC				b. TELEPHONE NO. (No Collect Calls) 202-772-6319	
						8. OFFER DUE DATE/LOCAL TIME 10-10-2016 1:00 PM	
9. ISSUED BY Millennium Challenge Corporation Contracts and Grants Management Division 1099 Fourteenth Street NW Suite 700 Washington DC 20005				10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED OR <input type="checkbox"/> SET ASIDE: _____ % FOR: <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> HUBZONE SMALL BUSINESS <input type="checkbox"/> EDWOSB NAICS: <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS <input type="checkbox"/> 8(A) SIZE STANDARD:			
11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS		13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700) <input type="checkbox"/>		13b. RATING N/A	
						14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFQ <input type="checkbox"/> IFB <input type="checkbox"/> RFP	
15. DELIVER TO Millennium Challenge Corporation CGM 1099 Fourteenth Street NW, Suite 700 Washington DC 20005				16. ADMINISTERED BY Millennium Challenge Corporation Contracts and Grants Management Division 1099 Fourteenth Street NW Suite 700 Washington DC 20005			
17a. CONTRACTOR/OFFEROR		CODE		FACILITY CODE		18a. PAYMENT WILL BE MADE BY	
						Interior Business Center Interior Business Center M/S D-2773 7301 West Mansfield Avenue Lakewood CO 80235-2230	
TELEPHONE NO.		DUNS:		DUNS+4:		PHONE: FAX:	
<input type="checkbox"/> 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				<input type="checkbox"/> 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT	
						23. UNIT PRICE	
						24. AMOUNT	
		Offerors are invited to submit their technical and price quotes in response to this Request for Quotation. Due Date for Quotes: Monday, October 10, 2016 at 10::00 AM EST (Use Reverse and/or Attach Additional Sheets as Necessary)					
25. ACCOUNTING AND APPROPRIATION DATA See CONTINUATION Page				26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
<input checked="" type="checkbox"/> 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4. FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT ATTACHED.			
<input type="checkbox"/> 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA				<input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT ATTACHED			
<input type="checkbox"/> 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN _____ COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED				<input type="checkbox"/> 29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____, YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN IS ACCEPTED AS TO ITEMS:			
30a. SIGNATURE OF OFFEROR/CONTRACTOR				31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)			
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER (TYPE OR PRINT)		31c. DATE SIGNED	
				Maxwell Sarpong, CO			

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B.1 PRICES/COST SCHEDULE – TASK ORDER 0001

The Offeror shall provide the price quote for the Task Order according to the schedule outlined below. The labor categories, fully burdened hourly billing rates (inclusive of direct labor, fringe benefits, applicable indirect costs and profit) and ODC burden rate(s), applicable under the contract should be provided by each offeror.

Period of Performance: November, 2016 to November, 2021				
CLIN	Labor Category	Level of Effort (Hrs)	Hourly Rate	Total Estimated
Year 1:				
November, 2016 to November, 2017				
Labor Category 1*		1,920**	TBD	
Labor Category 2*		1,920**	TBD	
0001 Direct Labor Sub-Total				
0002 Other Direct Costs Sub-Total		\$300 per person		
Total Year 1				
CLIN	Labor Category	Level of Effort (Hrs)	Hourly Rate	Total Estimated
Year 2:				
November, 2017 to November, 2018				
1001 Direct Labor Sub-Total				
1002 Other Direct Costs Sub-Total				
Total Year 2				
CLIN	Labor Category	Level of Effort (Hrs)	Hourly Rate	Total Estimated
Year 3:				
November, 2018 to November, 2019				
2001 Direct Labor Sub-Total				
2002 Other Direct Costs Sub-Total				
Total Year 3				

CLIN	Labor Category	Level of Effort (Hrs)	Hourly Rate	Total Estimated
Year 4:				
November, 2019 to November, 2020				
3001 Direct Labor Sub-Total				
3002 Other Direct Costs Sub-Total				
Total Year 4				
CLIN	Labor Category	Level of Effort (Hrs)	Hourly Rate	Total Estimated
Year 5:				
November, 2020 to November, 2021				
4001 Direct Labor Sub-Total				
4002 Other Direct Costs Sub-Total				
Total Year 5				
Total Estimated Task Order				
* Please add labor categories to the option years in this format				
** The LOE is anticipated to be 1,920 hours annually for full time employees				

SECTION C – STATEMENT OF WORK

C.1 Task Orders

Task Order One will be executed at time of award to fill the **Enterprise Support Services IT Specialist** and **PMO Program Assistant** positions. The offeror shall submit a minimum of 3 resumes for each position description that are responsive to the solicitation, and that are consistent with Attachments J.3 and J.4. Task Orders will be issued throughout the period of performance of the IDIQ Contract and will be determined by the Program Office's needs.

C.2 POSITION DESCRIPTIONS:

C.2.1 IT Specialist (Enterprise Applications)

Introduction

This position is located in the Office of the Chief Information Officer (OCIO) within the Department of Administration and Finance (A&F) of the Millennium Challenge Corporation (MCC) and reports to the Director of Enterprise Support Services (ESS). The ESS Branch is responsible for the following service delivery and support areas for the OCIO, as well as, for working in conjunction with all other OCIO Branches to ensure cohesive and excellent information management and technology services to MCC:

Business Relationship Management: Engage with the business to ensure the right services at the right price are in place to satisfy business needs and establish and monitor Service Level Agreements (SLAs) as appropriate. The primary goal would be to build a partnership between IT and the business clients to ensure that the organization leverages IT technologies for business advantage.

Training: Coordinate and provide standardized and customized technology training services for desktop and enterprise applications. This would include SharePoint, Office 365 (OneDrive, OneNote and Skype for Business), Cisco WebEx, the use of the OCIO Service Catalog and virtual tools.

Customer Service Management: Determine if end-user related services, such as account, incident, service request and problem management, provided by Service Desk (Tiers 1 / 2) adhere to established SLAs and provide recommendations to deliver/improve services. Maximize the use of ServiceNow knowledge articles, self-service and remote capabilities.

IT Asset and Enterprise Lifecycle Management: Provide assistance with establishing long-term end-user computing tools for hardware platform and software tools, such as replacement of laptop, tablet, Microsoft operating system and Office 365 tools.

Project Management and Strategic Planning: Assist with project management and aligning ESS efforts to accomplishing OCIO Division, A&F Department and Agency Goals and Objectives.

Major Duties and Responsibilities

The Personal Services Contractor (PSC):

Builds and maintains strong interpersonal relationships between OCIO and Department/Division business clients through communications and consistent follow-up. Establish customer/end-user forums, assist in development of customer surveys for IT service delivery and support and other communications channels.

Provides end-user training to assist with the adoption of tools such as, Microsoft SharePoint and Office 365, virtual tools to assist with remote and teleworking, IT Service Catalog, for reporting incidents and requesting services through a number of training delivery methods, such as brown bag, deskside and video capture.

Recommends improvements to ESS program functions which align to OCIO, A&F and MCC long term goals and objectives. Performs role as a project manager for developing and implementing changes and tracks status until completion. Participates in recurring OCIO project tracking activities.

Reviews software requests and assists users with translating often loosely defined business requirements into documented or detailed technical requirements for action including: definition of business workflows; data models; and, reporting requirements.

Provides senior level advisory services to the Chief Information Officer and Directors within the Office of the Chief Information Officer for programs of great complexity that are multipurpose and support major MCC initiatives.

Participates with OCIO personnel and experts in evaluating new technologies, developing a coherent

strategy for technology infusion and replacement and in modernizing the Agency's administrative systems.

Communicates with OCIO staff, business process owners, and governance bodies on assigned projects.

Functions commonly performed by employees in this specialty may include:

- diagnosing and resolving problems in response to customer reported incidents;
- researching, evaluating, and providing feedback on problematic trends and patterns in customer support requirements;
- developing and maintaining problem tracking and resolution databases;
- installing, configuring, troubleshooting, and maintaining customer hardware and software;
- developing and managing customer service performance requirements;
- developing customer support policies, procedures, and standards;
- providing customer training; and/or
- ensuring the rigorous application of information security/information assurance policies, principles, and practices in the delivery of customer support services.

Performs other related duties as assigned.

Factor 1 - Knowledge Required by the Position

Mastery of, and skill in applying:

- IT problem management methods and practices; and
- new and innovative customer support methods and technologies sufficient to:
 - plan, implement, and manage problem management systems designed to effectively recognize, report, track, and resolve problems; and
 - evaluate the feasibility of adapting new methods to enhance customer satisfaction.

Factor 2 - Supervisory Controls

The PSC reports directly to the Director of Enterprise Support Services who provide administrative direction with assignments based on broadly defined missions or functions; and independently plans, designs, and carries out major projects. Completed work is considered technically authoritative and is normally accepted without significant change. Work is reviewed for fulfillment of CIO's program objectives and effect of MCC's objectives.

Factor 3 – Guidelines

The PSC uses guidelines that are often ambiguous and express conflicting or incompatible goals and objectives, requiring extensive interpretation. The PSC uses judgment and ingenuity and exercises broad latitude to: determine the intent of applicable guidelines; develop policy and guidelines for specific areas of work; and formulate interpretations that may take the form of policy statements and guidelines. Top agency management officials and senior staff recognize the employee as a technical expert.

Factor 4 – Complexity

Work consists of a variety of duties to plan and direct work efforts to address issues where existing policies and precedents do not exist. The PSC determines what needs to be done by conducting extensive research and analysis to assess the nature and scope of problems/issues and to develop comprehensive solutions. These changes typically result from continuing changes in customer business requirements; or rapidly evolving technology in the specialty areas. The PSC develops new standards, methods, and techniques; evaluates the impact of technological change; and/or conceives of solutions to highly complex technical issues. The work frequently involves integrating the activities of multiple specialty areas.

Factor 5 - Scope and Effect

The PSC directs a program for which both the scope and impact of the program or organization directed are agency-wide or has a pervasive impact on the general public. The program directed involves matters that establish the organization's position on broad issues concerning the design, product selection, procurement, integration and deployment of the IT systems that are critical to the MCC's mission and to improving the quality of MCC's service to its customers.

Factors 6 and 7 - Personal Contacts and Purpose of Contacts

The PSC's contacts include personnel from other Departments and Divisions, contractors, vendors, marketing personnel, members of professional organizations, and representatives from other government agencies. The incumbent may attend committee and working group meetings, conferences, and seminars with high-ranking officials and may be required to make presentations concerning MCC information technology.

The purpose of the contacts is to justify, defend, negotiate or settle matters related to the scope of the incumbent's program responsibilities. The incumbent must be able to identify, evaluate and resolve conflicting objectives, and must be able to identify policy infractions and to elevate them for management resolution. The incumbent is expected to recommend, debate, and consider alternate approaches, allowing MCC project sponsors the maximum flexibility possible within the constraints established by the OCIO's standards and architecture. The work of the incumbent requires extensive negotiation, coordination, and support from other experts within and external to the OCIO. The incumbent must be able to successfully articulate complex problems and their analysis and solutions. Persons contacted often have diverse viewpoints, goals or objectives; requiring the incumbent to achieve a common understanding to the problem and devise a satisfactory solution or alternative processes.

Factor - Physical Demands

The work is sedentary.

Factor 9 - Work Environment

Work is performed in an office setting.

POSITION DESIGNATION: Facility Access Only

ADDITIONAL QUALIFICATIONS:

Education:

- Master’s Degree with minimum 5 year’s IT customer service experience - or
- Bachelor’s Degree with minimum 8 year’s IT customer service experience
- Program Management Professional (PMP) Certification (desired not required)

Project Management / Customer Engagement:

- Experience in developing short and long range projects, facilitating meetings and stakeholder engagement, utilizing tools like Microsoft Project and Visio, minimum 3 years
- Experience in setting up and conducting surveys, meetings or forums which communicate new capabilities or provide Office of the Chief Information Office (OCIO) program updates

Technical Knowledge:

- Extensive knowledge of MS Office 2013 tools, minimum 5 years
- Knowledge of Office 365 tools, Skype for Business, OneDrive for Business, OneNote, Groups
- Knowledge of SharePoint 2010 (or later version) within an end-user, contributor or site admin, minimum 2 years
- Experience with managing software application portfolio, review requirements, manage software subscriptions and license use, assist with software updates (this is not software development)

Customer Service Experience:

- Experience in maintaining strong interpersonal relationships between OCIO and Department/Division business clients, minimum 2 years
- Experience within an IT customer service setting (help desk / service desk), minimum 2 years

Training Facilitation:

- Experience in planning and conducting IT training within a classroom, virtual or one-on-one setting, minimum 2 years’ experience (certification not required)
- Experience in utilizing graphical, virtual and recording tools for developing and delivering professional training content

Communications Management:

- Experience in drafting up agency-wide communications and establishing meetings

Requirements Management:

- Experience in meeting with business unit or end-user's in gathering technical requirements, conducting analysis, tracing, prioritizing, agreeing on requirements, implementing change and conducting stakeholder communications

C. 2.2 PROGRAM ASSISTANT:

Introduction

MCC's mission is to provide grant assistance to support economic growth and poverty reduction in select developing countries with a demonstrated commitment to just and democratic governance, economic freedom, and investments in their citizenry. MCC's partner countries enter into a five-year agreement (Compact) with MCC that includes a plan for achieving shared development objectives and the responsibilities of each country in achieving those objectives. Our model is defined by core principles, of selectivity, country ownership, transparency, and a focus on results.

Our values identify who we are and what is important to us. Our Values are CLEAR: Embrace Collaboration, Always Learn, Practice Excellence, Be Accountable and Respect individuals and ideas. MCC's values define how we behave on a daily basis, both as individuals and as an institution, in pursuit of our mission. They guide how we make decisions, set priorities, address challenges, manage tradeoffs, recruit and develop staff, and work together with our country partners and stakeholders.

This position is located in the Office of the Chief Information Officer (OCIO) within the Department of Administration and Finance (A&F) of the Millennium Challenge Corporation (MCC) and reports to the Director of the Product Management Office (PMO). The PMO Branch is responsible for the following service delivery and support areas for the OCIO, as well as, for working in conjunction with all other OCIO Branches to ensure cohesive and excellent information management and technology services to MCC:

Business Relationship Management: Engage with the business to understand requirements and requests for new or improved technologies. The PMO works to ensure that there is a constant dialogue between OCIO and its' customers in the business so that OCIO is developing technologies that support MCC's larger strategic goals. The PMO engages with agency leadership to prioritize product work against resources as appropriate. The primary goal of the PMO is to build a partnership between IT and the business clients to ensure that the organization leverages IT technologies for business advantage.

Product Development: The PMO consists of Product Teams for each business product or portfolio OCIO and engages with business stakeholders during development of products which support MCC's mission.

Investment Support: The PMO works with business stakeholders to develop materials for the IT Investment Review Board meetings. Materials will include: business cases, funding requirements, business value and/or propositions, return on investments, ongoing statuses, approved metrics, and recommendations.

Project Management and Strategic Planning: Assist the OCIO Division and A&F Department with project management to align PMO efforts with Agency Goals and Objectives.

Major Duties and Responsibilities

The Personal Services Contractor (PSC):

Provides administrative support to MCC OCIO's PMO Director and all staff within that group, e.g. product owners. Assist product owners with planning, scheduling, note taking, reporting, presentations related to

MCC's agile management processes, e.g. preparation for Scrum ceremonies, assistance with project tracking, etc.

Provides administrative support to the CIO, all OCIO directors, and OCIO financial analysts in preparation for quarterly investment review board meetings.

Provides basic quantitative and qualitative analysis around product development and product management within OCIO.

Manages, organizes, and refines documentation sets related to product development. Coordinate approval chains and other workflows related to product management.

Implements process improvements suggested by the Director of Product Management and product owners within the group.

Assists with coordination of OCIO's team-wide Agile management processes.

Performs other related duties as assigned.

Factor 1 - Knowledge Required by the Position

Knowledge of an extensive body of management and/or program analysis technical rules, guidelines, regulations, and precedents. It also requires knowledge of the basic objectives and policies governing various management or program operations.

Ability to applying basic data gathering methods, such as standard interviewing or surveying techniques, to collect various types of factual information. Some employees also apply knowledge of the standardized processes and procedures for evaluating management or program operations to perform duties such as planning the steps to take to complete assignments, identifying problems from collected data, and selecting solutions from alternatives in guidelines and precedent cases.

Writing skills to prepare clear, concise reports that describe the data collection techniques and other processes and procedures used, conditions of management or program operations, and recommended improvements. Good experience with quantitative and qualitative analysis—basic charting, report generation, presentation development, etc.

Ability to carry out individual, nonstandard technical assignments whether the nature of these assignments stems from a changing mix of work or represents diversity within a defined management or program operation. Assignments may involve limited aspects of higher level work.

Knowledge of IT or software organization.

Ability to utilize Microsoft Office products in managing multiple delegated calendars, etc.

Basic event management (e.g. executive board meeting) experience—scheduling, agenda development, coordination of document production, event space planning and coordination, documenting meeting proceedings, post-meeting document management, etc.

Factor 2 - Supervisory Controls

The PSC reports directly to the Director of the Product Management Office who provides administrative direction with assignments based on broadly defined missions or functions; and independently plans, designs, and carries out major projects. Completed work is considered technically authoritative and is normally accepted without significant change. Work is reviewed for

fulfillment of CIO's program objectives and effect of MCC's objectives.

The supervisor or higher level employee defines the objectives, priorities, and deadlines for projects or assignments and assists the employee with unusual situations, problems, or studies that do not have clear precedents.

The employee plans and carries out the successive steps of management or program analysis technical projects and assignments and handles problems and deviations in accordance with instructions, policies, previous training, or accepted practices. For example, the employee independently determines the types and sources of management or program information required for reports, the nature and extent of deviations from established management or program requirements, and whether standard data gathering techniques are appropriate for assignments.

The supervisor or higher level employee evaluates reports and other completed work for technical soundness, appropriateness of conclusions or recommendations, consistency, relevance of support material, and compliance with policies and requirements. The methods used in arriving at the end results are not reviewed in detail.

Factor 3 – Guidelines

The PSC uses guidelines that are often ambiguous and express conflicting or incompatible goals and objectives, requiring extensive interpretation. The PSC uses judgment and ingenuity and exercises broad latitude to: determine the intent of applicable guidelines; develop policy and guidelines for specific areas of work; and formulate interpretations that may take the form of policy statements and guidelines. Top agency management officials and senior staff recognize the employee as a technical expert.

Factor 4 – Complexity

Work consists of a variety of duties to plan and direct work efforts to address issues where existing policies and precedents do not exist. The PSC determines what needs to be done by conducting extensive research and analysis to assess the nature and scope of problems/issues and to develop comprehensive solutions. These changes typically result from continuing changes in customer business requirements; or rapidly evolving technology in the specialty areas. The PSC develops new standards, methods, and techniques; evaluates the impact of technological change; and/or conceives of solutions to highly complex technical issues. The work frequently involves integrating the activities of multiple specialty areas.

The employee selects, adapts, and applies the most suitable practices, procedures, methods, and precedents to collect and analyze various types of information, formulate conclusions, define needs, and/or make recommendations for resolving problems to higher level employees.

Factor 5 - Scope and Effect

The purpose of the work is to plan and carry out assignments or projects to improve the efficiency and productivity of organizations or program operations. Employees use established methods, practices, and criteria to identify, study, and recommend solutions for resolving conventional problems or questions.

The work affects the design of organizational structures and workflow; the evaluation and improvement of operating program efficiency and effectiveness; the use and management of staff, funding, equipment, and other resources; and the design or use of similar management or program operations. Some of the work also affects the management of administrative or information systems throughout a wide range of offices or organizations with different administrative or information management needs.

Factors 6 and 7 - Personal Contacts and Purpose of Contacts

The PSC's contacts include personnel from other Departments and Divisions, contractors, vendors, marketing personnel, members of professional organizations, and representatives from other government agencies. The incumbent may attend committee and working group meetings, conferences, and seminars with high-ranking officials and may be required to make presentations concerning MCC information technology.

The purpose of the contacts is to obtain, clarify, or provide facts or information.

Factor - Physical Demands

The work is sedentary.

Factor 9 - Work Environment

Work is performed in an office setting.

POSITION DESIGNATION: Facility Access Only

SECTION H – SPECIAL CONTRACT REQUIREMENTS

H.1 TASK ORDERS

MCC will issue specific task orders for each requested service. The task order will describe the assignment, define the specific services requested, specify deliverables, location and period of performance and provide budget parameters. The contractors shall not perform any work without MCC requesting such work through a task order. MCC must concur with the final timing, technical approach, team composition and budget before the contractor is authorized to implement services. MCC could provide supporting documents or other background information as appropriate.

General parameters for task orders include:

- a. The maximum value of an individual task order shall not exceed \$5 Million. There is no expectation of average size of any task order issued by MCC;
- b. Task Orders may only be issued by a Contracting Officer. Each task order will carry a specific task order number which will be cited on each invoice placed against this IDIQ;
- c. The labor categories shall be included under Section B.6 – Schedule will be used in executed task orders. When, additional labor categories are required for a task order, the contractors must propose fully loaded hourly rates and submit a labor description including the minimum years of experience and educational requirements. The rate may be negotiated for incorporation into the IDIQ contract or may be incorporated for the task order;
- d. The Contactor should note that the fixed labor rates in the task order award can be no higher than the negotiated rates in this IDIQ contract.
- e. Contractors may propose discounts to the labor rates or the ODC burden rate, as specified in Section B. The task order proposal must separately show the contract rate, the discount percentage, and the discounted rate. In the

event of task order award, the hourly rates will be fixed and applicable through the entire task order performance period.

H.2 TASK ORDER PROPOSAL

The evaluation may be based on one or more technical factors such as defined in the request for task order proposal. To obtain services or other deliverables that are within the scope of this IDIQ, the Contracting Officer may issue orders using any of the pricing types specified in the IDIQ.

No separate payment will be made to the contractor for the cost to prepare, submit and/or negotiate a task order proposal.

Individual task orders will clearly describe all services to be performed or supplies to be delivered so the full cost or price for the performance of the work can be established when the order is placed. Orders will be within the scope described herein, issued within the period of performance and be within the maximum ceiling of the contract. Only a Contracting Officer (CO) may modify the basic contract to change the scope, period or maximum ceiling.

Evaluation Factors for Task Orders will include the following:

- a. Personnel Qualifications (resumes)
- b. References
- c. Price

SECTION L – OFFEROR’S SUBMISSION INSTRUCTIONS

Offerors shall submit Volumes IV and V in response to this RFQ.

L.1 Volume IV – Technical Quote (Task Order)

The Offeror shall submit a minimum of three (3) resumes and references to support the candidates’ qualifications for performing the duties outlined in the task order.

The Offeror must demonstrate in the technical quote that it understands the requirements of this Task Order Request for Quotation, and its capability of performing the work. The technical quote must contain resumes and references. PAGE LIMIT: 15 pages.

The written technical portion of the proposal shall contain the following sections:

- (1) Table of Contents;
- (2) Cover letter;
- (3) SF 1449;
- (4) A written response to the Task Order based on the following Factors
 - a. Personnel Qualifications (resumes)
 - b. References
 - c. Price

L.2 Volume V - Price Quote (Task Order)

The Offeror shall submit their task order price proposal in accordance with “J.9 Sample Task Order Pricing Template”. The Offeror shall include the labor category, level of effort, fully loaded hourly rate, and the total price for the Task Order. The Offeror shall submit their quote in English in an electronic copy (in MS Word), with tables, data and calculations in MS Excel.

SECTION M – EVALUATION FACTORS FOR AWARD

The Government will award a Task Order resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors listed below with no order of importance shall be used to evaluate offers:

Evaluation Factors:

Evaluation Factors for Task Orders will include the following:

- d. Personnel Qualifications (resumes)
- e. References
- f. Price

The Government will evaluate the price quote for Task 0001 for reasonableness and completeness over the period of performance.

(End of MCC-16-RFQ-0253)